



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Administrator

Dear Petitioner:

Attached is a description of the procedures and the required forms relative to a request for a special use approval. The Village of Burr Ridge Community Development Department has prepared these documents to allow you to proceed through the Village's public hearing process with the least amount of procedural difficulties. These documents are intended for your review but do not replace the need to consult with the Community Development staff throughout the public hearing process.

If you have any questions regarding your request or regarding the public hearing process, please contact the following Community Development staff during regular Village Hall hours;

Village of Burr Ridge
Monday through Friday
8 A.M. to 5 P.M.

Community Development Director
J. Douglas Pollock, AICP
(630) 654-8181, ext. 3000
dpollock@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the process. A copy of the Village's Zoning Ordinance and more information about the Community Development Department is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.

Sincerely,

J. Douglas Pollock, AICP
Community Development Director

Attachments



VILLAGE OF BURR RIDGE

PETITION FOR PUBLIC HEARING PLAN COMMISSION/ZONING BOARD OF APPEALS

ADDRESS OF PROPERTY: _____ PIN # _____

GENERAL INFORMATION

PETITIONER: _____
(All correspondence will be directed to the Petitioner)

PETITIONER'S ADDRESS: _____ PHONE: _____

EMAIL: _____

FAX: _____

PROPERTY OWNER: _____ STATUS OF PETITIONER: _____

OWNER'S ADDRESS: _____ PHONE: _____

PROPERTY INFORMATION

SITE AREA: _____ EXISTING ZONING: _____

EXISTING USE/IMPROVEMENTS: _____

SUBDIVISION: _____

A CURRENT PLAT OF SURVEY WITH LEGAL DESCRIPTION MUST BE ATTACHED

DESCRIPTION OF REQUEST

PLEASE INDICATE THE TYPE OF PUBLIC HEARING REQUESTED AND PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED SPECIAL USE, REZONING, TEXT AMENDMENT, OR VARIATION(S) INCLUDING A REFERENCE TO THE APPROPRIATE ORDINANCE SECTION(S) AND REGULATION(S):

_____ Special Use _____ Rezoning _____ Text Amendment _____ Variation(s)

Please Provide Written Description of Request - Attach Extra Pages If Necessary

The above information and the attached Plat of Survey are true and accurate to the best of my knowledge. I understand the information contained in this petition will be used in preparation of a legal notice for public hearing. I acknowledge that I will be held responsible for any costs made necessary by an error in this petition.

Petitioner's Signature _____

Date Petition is Filed _____



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

Checklist for a Rezoning Request

All petitions must be accompanied by the documents listed below unless otherwise indicated by the Village Staff. Petitions that do not provide all of the required documents will be considered incomplete and will not be scheduled for a public hearing.

- ___ Completed Petition for Public Hearing; typewritten or printed
- ___ Public Hearing Fee of \$600 + \$50 per acre and Sign Fee of \$50
- ___ Mailing labels with the names and addresses of owners and Permanent Index Numbers of all properties within 750 feet of the subject property
- ___ Proof of Ownership; and authorization to represent owner if the petitioner is not the property owner
- ___ Findings of Fact; Petitioners written response to each of the findings
- ___ Public Notice Sign Consent Form; authorization from the property owner to install public notice sign on the property
- ___ Additional documents and information as determined appropriate by the Community Development Department

ALL REQUIRED PLANS AND EXHIBITS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE PUBLIC HEARING. SUBMITTAL OF REVISED PLANS OR DOCUMENTS AT THE PUBLIC HEARING MAY RESULT IN A CONTINUANCE TO A LATER DATE. PLEASE COORDINATE WITH VILLAGE STAFF RELATIVE TO ANY CHANGES TO THE PLANS.



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

Outline of Public Hearing Process

- | | |
|--|--|
| 1. Pre-Application Review | Prior to submittal of Petition for Public Hearing, petitioner must review request with Village staff. |
| 2. Submittal of Petition for Public Hearing | At least 21 days prior to the scheduled hearing (Monday at 5 pm). |
| 3. Public Hearing Notices | Required by law at least 15 days prior to the public hearing. Provided by Village staff. |
| 4. Staff Summary and Report | Friday before the public hearing (emailed or faxed to petitioner). |
| 5. Plan Commission Public Hearing and Recommendation | The 1 st or 3 rd Monday at the Village Hall, 7:30 pm. |
| 6. Recommendation Letter to the Board of Trustees | Friday before the Village Board meeting; prepared by staff. |
| 7. Board of Trustees Meeting and Consideration | 2 nd or 4 th Monday; one week after Plan Commission hearing; Village Hall at 7 pm. |
| 8. Board of Trustees Final Action (Adoption of Ordinance). | 2 nd or 4 th Monday; two weeks after first Board meeting; Village Hall at 7 pm. |

The Plan Commission/Zoning Board of Appeals and the Board of Trustees reserve the authority to continue a public hearing or the consideration of a petition to a subsequent meeting for submittal of additional information or for further discussion. A continuation will delay the public hearing process but will not alter the steps outlined above.

MINIMUM PROCESSING TIME: 7 WEEKS (49 DAYS)



VILLAGE OF BURR RIDGE PLAN COMMISSION AND ZONING BOARD OF APPEALS

Description of Public Hearing Process

1. PRE-APPLICATION REVIEW

Prior to any submittal to the Plan Commission (the Plan Commission is empowered also to act as the Zoning Board of Appeals), a pre-application review must be completed. The pre-application review consists of a submittal of plans to the Community Development Director and review of the plans by Village staff. The purpose of the pre-application review is to determine compliance with relevant Village policies and regulations including the Comprehensive Land Use Plan, Zoning Ordinance, Sign Ordinance, and Subdivision Ordinance. Upon completion of the pre-application review, the petitioner will have the opportunity to modify plans to comply with Village policies and regulations.

A. Required Submittals: Submittal requirements for a pre-application review are flexible based on the nature of the request. Generally, a written description of the request; a plat of survey for the property; and site and landscape plans should be submitted. A review fee of \$42 or more may be required depending upon the nature of the request. The pre-application review should include at least one meeting with the Community Development Director at which time the appropriate submittals and fees will be determined.

B. Submittal Deadline: Documentation for a pre-application review should be submitted to the Community Development Department at least four weeks prior to the public hearing.

2. SUBMITTAL OF PETITION FOR PUBLIC HEARING

Upon completion of the pre-application review, a petition for rezoning, special use, or variation may be submitted.

A. Required Submittals; Please refer to the petition form for a complete list of required submittals. Additional submittals may be required if determined appropriate by the Community Development Director. The Director should be consulted to determine if additional information will be necessary. All submittals must be received by the Community Development Department prior to the submittal deadline.

B. Submittal Deadline: All required submittals must be received at least three weeks prior to the public hearing.

3. PUBLIC HEARING NOTICES

There are three forms of public hearing notices required: posting of a sign on the premises, publication of notice in a local newspaper, and notification by postal service to all adjoining property owners within 750 feet of the property. The petitioner is required to sign a written consent to allow the posting of the sign and to provide the list of all adjacent property owners based on Township Assessor's records. Failure to provide an accurate list of the adjacent property owners may cause delays in the public hearing process. The Village of Burr Ridge is responsible for preparing, mailing, publication, and posting of the legal notices.

4. PUBLICATION OF STAFF SUMMARY AND REPORT

A written report and summary, prepared by the Community Development Director, will be distributed the week preceding the public hearing. The report will include a summary and analysis of the petitioner's request based upon Village policies and regulations. The report also may include recommended conditions for approval of the request. Such conditions do not in any way reflect the Plan Commission's recommendation but are intended to provide guidance to the Plan Commission should they decide to recommend approval.

The staff report and summary will be faxed to the petitioner (it will be mailed and will be available at the Village Hall if a fax is not available) and distributed to the Plan Commission prior to the public hearing. Petitioners should review the staff summary prior to the public hearing and be prepared to respond to any issues or recommendations described in the report.

All recommendations and comments provided by staff are strictly advisory. Final decisions on procedures, conditions, and petitions for rezoning, special uses, or variations are the sole authority of the Plan Commission and Board of Trustees.

5. PLAN COMMISSION PUBLIC HEARING

At the public hearing, the applicant must present testimony relative to the required findings of fact for a petition. All documents and exhibits to be presented at the public hearing should be provided to the Community Development Department at least 7 days prior to the hearing. Submittal of new documents or exhibits at the public hearing may result in a continuance to a subsequent date. The petitioner's presentation will be followed by public participation and questions from the Plan Commission.

After the public hearing has been closed, the Plan Commission will

consider its recommendations regarding the rezoning, special use, text amendment, or variation. Further comments or questions from the petitioner or the public will only be allowed at the discretion of the Plan Commission. The Plan Commission may recommend denial, approval, or approval with conditions. The Plan Commission also may continue a petition to a later meeting if additional information or consideration is determined appropriate.

If the Plan Commission recommends approval of a petition, they may adopt the findings of fact submitted by the petitioner as the reasons for its recommendation. Therefore, it is essential that the petitioner's findings of fact be complete and accurate. The Plan Commission's findings of fact and recommendation are forwarded to the Board of Trustees for final consideration.

6. PREPARATION OF LETTER OF RECOMMENDATION

Subsequent to the Plan Commission's recommendation, the Community Development Department will prepare a letter of recommendation from the Plan Commission to the Board of Trustees summarizing the public hearing and the Plan Commission's recommendation. Minutes of the public hearing also will be submitted to the Board of Trustees.

All recommendations and comments from the Plan Commission and Village staff are strictly advisory. Final decisions on all petitions for rezoning, special uses, text amendment, or variations are the sole authority of the Village of Burr Ridge Board of Trustees.

7. CONSIDERATION BY THE BOARD OF TRUSTEES

At its next regularly scheduled meeting after the Plan Commission public hearing, the Board of Trustees will consider the Plan Commission's recommendation and the submitted petition. A formal presentation is not required but the petitioner should be present to answer questions or provide information.

Routine or non-controversial matters may be placed on the Board's consent agenda. If a Trustee, petitioner, citizen, or Village staff wants further discussion, the request will be removed from the consent agenda and discussion will be allowed by direction of the Village President. If the petition remains on the consent agenda and the consent agenda is approved, the Board of Trustees will have indicated concurrence with the Plan Commission's recommendation and directed staff to prepare an Ordinance approving or denying the petition as recommended by the Plan Commission.

8. FINAL ACTION BY THE BOARD OF TRUSTEES

A draft Ordinance will be submitted to the Village of Burr Ridge Board of Trustees' for final action. Typically, the draft Ordinance will be placed on the Board's consent agenda and discussed only if it is removed from the consent agenda.

9. PROCEEDINGS AFTER APPROVAL OF A PETITION

If the Board of Trustees approves a rezoning, special use, or variation, the petitioner will receive a copy of the approved ordinance within one to two weeks following such approval. After the Ordinance has been approved by the Board of Trustees, the property owner (or designated authority) may proceed with submittal of a preliminary plat of subdivision, building permit application, or Certificate of Occupancy as may be appropriate.



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

Public Hearing Fees

APPLICATION	SIGN FEE ⁽¹⁾	HEARING FEE ⁽²⁾
Administrative Appeals	N/A	\$200
Preliminary Plan Review	N/A	\$42/hr
Variation(s) - One SFR Lot	\$50	\$200
Variation(s) - Sign Regulations	\$50	\$200
Variation(s) - All Others	\$50	\$600
Variation(s) - Construction Necessitated	\$50	\$2,500
Special Use - All Districts	\$50	\$600
Text Amendment (Including PUD Amendment)	\$50	\$600
Rezoning - All Districts	\$50	\$600+\$50/Acre
Planned Unit Development (PUD)	\$50	\$1,500
Amendment to PUD (Text Amendment)	\$50	\$600
Annexation ⁽³⁾		\$150
Annexation Agreement ⁽⁴⁾		\$500

(Adopted March 11, 1996)

Notes:

- (1) In addition to the Public Hearing Fee, a Public Notice Sign Fee of \$50 per street frontage is required.
- (2) A fee is required for each request, e.g. a rezoning plus a special use would be (\$600 + \$50 per acre) + \$600
- (3) ***All Annexations require a Water Fund donation of \$1,000 per lot and a Capital Fund donation of \$2,000 per lot. Other donations may be required depending upon the annexation.***
- (4) An Annexation Agreement is required for all annexations.

In addition to the application fees, Article VI of Ordinance No. 339 requires that the applicant reimburse the Village for all costs associated with consultants' review of an application, e.g. legal, engineering, traffic, landscaping, etc.



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

CONSENT TO INSTALL PUBLIC NOTICE SIGN

The owner of the property referenced below, or an authorized representative of the owner, which is the subject of a public hearing before the Village of Burr Ridge Plan Commission or Zoning Board of Appeals, hereby consents to allow the Village of Burr Ridge to install a public notice sign on the aforesaid property. The public notice sign will be erected 15 to 30 days prior to the public hearing and will remain on the property until it is removed by the Village of Burr Ridge subsequent to a final dispensation of petition request.

Street Address of Subject Property:

Property Owner or Petitioner:

(Print Name)

(Signature)



Illinois Department of Natural Resources

One Natural Resources Way • Springfield, Illinois 62702-1271
<http://dnr.state.il.us>

Rod R. Blagojevich, Governor

Joel Brunsvold, Director

CONSULTATION AGENCY ACTION REPORT

(Illinois Administrative Code Title 17 Part 1075)

Division of Resource Review and Coordination

Stephen K. Davis, P.G., Chief

Date Submitted: _____

If this is a resubmittal, include previous
IDNR response if available.

FOR DEPARTMENT USE ONLY

PROJCODE: _____ DUE DATE: _____

Applicant: _____
Contact Person: _____
Applicant Address: _____

Phone: _____
Fax: _____
Email: _____

LOCATION OF PROPOSED ACTION

A MAP SHOWING LOCATION OF PROPOSED ACTION IS REQUIRED

Project Name: _____ County: _____

Project Address (if available): _____

City, State, Zip: _____

Township/Range/Section (e.g. T45N, R9E, S2): _____

Brief Description of Proposed Action: _____

Projected Start Date and End Date of Proposed Action: _____

Will state funds or technical assistance support this action? [Yes | No] If Yes, the Interagency Wetland Policy Act may apply.
Contact funding agency or this Division for details.

Local/State Agency with Project Jurisdiction: _____
Contact: _____ Phone: _____
Address: _____ Fax: _____

FOR DEPARTMENT USE ONLY

Are endangered/threatened species or Natural Areas present in the vicinity of the action? [Yes | No]

Could the proposed action adversely affect the endangered/threatened species or Natural Area? [Yes | No]

Is consultation terminated? [Yes | No]

Comments: _____

Evaluated by: _____

Division of Resource Review & Coordination (217)785-5500 Date _____

WILL/SOUTH COOK SOIL AND WATER CONSERVATION DISTRICT

1201 South Gougar Road, New Lenox, IL 60451 Voice: (815) 462-3106 Fax: (815) 462-3176

NATURAL RESOURCE INFORMATION REPORT APPLICATION

The Will/South Cook SWCD has thirty (30) business days to complete this report after receipt of the following items:

☐ Plat of Survey ☐ Location Map ☐ Legal Description ☐ Tentative Plat ☐ Appropriate Fee

This application will not be processed until all of the required items have been received by the Will/South Cook SWCD office.

Fee: Full Report: \$400.00 for 0-5 acres and \$15.00 for each additional acre or part thereof. (Schedule of Fees Affective March 1, 2004)

Letter: \$75.00 processing fee if staff determines that a full report is not necessary. Additional funds received will be refunded.

Please make check or money order payable to Will/South Cook SWCD

Contact Person: _____ Phone: () _____

Address: _____

Petitioner's Name: _____ Phone: () _____

Address: _____

Property Owner: _____ Phone: () _____

Address: _____

Petitioner's Copy of Report should be mailed to: ☐ Petitioner or ☐ Contact Person

PARCEL INFORMATION:

Municipality filing with for zoning change: _____ Hearing Date: _____

Current Zoning: _____ Requested Zoning/Special Use/Variance/Annexation: _____

Street Address of Property: _____

County: _____ Township Name: _____ Section: _____ Acres in Parcel: _____

Parcel Tax Number (s): _____

EXPLAIN PROPOSED LAND USE:

PROPOSED IMPROVEMENTS: (CHECK ALL APPLICABLE ITEMS)

Planned Structures:

- ☐ Dwellings w/o basements
- ☐ Dwellings with basements
- ☐ Commercial Buildings
- ☐ Other

Open Space:

- ☐ Park/Playground Areas
- ☐ Common Open Space Areas
- ☐ Conservation Areas
- ☐ Other

Stormwater Treatment:

- ☐ Drainage Ditches
- ☐ Central Sewer
- ☐ Detention Basin
- ☐ Other

WASTEWATER TREATMENT: (CHECK ALL APPLICABLE ITEMS)

☐ Septic System ☐ Sanitary Sewer ☐ Other

WATER SUPPLY: (CHECK ALL APPLICABLE ITEMS)

☐ Individual Well ☐ Community Water

EXISTING SITE CHARACTERISTICS: (CHECK ALL APPLICABLE ITEMS)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Ponds or Lakes | <input type="checkbox"/> Floodplain/Floodway | <input type="checkbox"/> Woodland | <input type="checkbox"/> Drainage Tiles |
| <input type="checkbox"/> Stream or River | <input type="checkbox"/> Wetland (s) | <input type="checkbox"/> Cropland | <input type="checkbox"/> Wooded Fence Row |
| <input type="checkbox"/> Building (s) | <input type="checkbox"/> Disturbed Land | <input type="checkbox"/> Open Grassland | <input type="checkbox"/> Mature Trees |

I (we) understand the filing of this application allows an authorized representative from the Will/South Cook Soil and Water Conservation District to conduct an onsite investigation of the parcels listed above. Furthermore, this report becomes subject to the Freedom of Information Act after presentation to the District Board of Directors at their regularly scheduled meeting.

Petitioner or Contact Person: _____ Date: _____

FOR OFFICE USE ONLY

NRI # _____ Date Received: _____ Date Complete: _____ Fee: _____ Check # _____

THIS OPINION WILL BE ISSUED ON A NONDISCRIMINATORY BASIS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, MARITAL STATUS, HANDICAP, OR NATIONAL ORIGIN. THE SWCD IS A NON FOR PROFIT ORGANIZATION.

FEE SCHEDULE FOR NATURAL RESOURCE INFORMATION REPORTS

EFFECTIVE DATE: MARCH 1, 2004

ACRE	FEE	ACRE	FEE	ACRE	FEE	ACRE	FEE
1	400	46	1015	91	1690	136	2465
2	400	47	1030	92	1705	137	2480
3	400	48	1045	93	1720	138	2495
4	400	49	1060	94	1735	139	2510
5	400	50	1075	95	1750	140	2525
6	415	51	1090	96	1765	141	2540
7	430	52	1105	97	1780	142	2555
8	445	53	1120	98	1795	143	2570
9	460	54	1135	99	1810	144	2585
10	475	55	1150	100	1825	145	2600
11	490	56	1165	101	1840	146	2615
12	505	57	1180	102	1855	147	2630
13	520	58	1195	103	1870	148	2645
14	535	59	1210	104	1885	149	2660
15	550	60	1225	105	2000	150	2675
16	565	61	1240	106	2015	151	2690
17	580	62	1255	107	2030	152	2605
18	595	63	1270	108	2045	153	2620
19	610	64	1285	109	2060	154	2635
20	625	65	1300	110	2075	155	2650
21	640	66	1315	111	2090	156	2665
22	655	67	1330	112	2105	157	2680
23	670	68	1345	113	2120	158	2695
24	685	69	1360	114	2135	159	2710
25	700	70	1375	115	2150	160	2725
26	715	71	1390	116	2165	161	2740
27	730	72	1405	117	2180	162	2755
28	745	73	1420	118	2195	163	2770
29	760	74	1435	119	2210	164	2785
30	775	75	1450	120	2225	165	2800
31	790	76	1465	121	2240	166	2815
32	805	77	1480	122	2255	167	2830
33	820	78	1495	123	2270	168	2845
34	835	79	1510	124	2285	169	2860
35	850	80	1525	125	2300	170	2875
36	865	81	1540	126	2315	171	2890
37	880	82	1555	127	2330	172	2905
38	895	83	1570	128	2345	173	2920
39	910	84	1585	129	2360	174	2935
40	925	85	1600	130	2375	175	2950
41	940	86	1615	131	2390	176	2965
42	955	87	1630	132	2405	177	2980
43	970	88	1645	133	2420	178	2995
44	985	89	1660	134	2435	179	3010
45	1000	90	1675	135	2450	180	3025

\$15/ ACRE FOR EACH ADDITIONAL ACRE OR PART THEREOF



- a. Existing uses of property within the general area of the property in question.
- b. The zoning classification(s) of property within the general area of the property in question.
- c. The suitability of the property in question to the uses permitted under the existing zoning classification.
- d. The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification; and
- e. The impact upon the objectives of the Official Comprehensive Plan of the Village of Burr Ridge, as amended.

(Please transcribe or attach additional pages as necessary.)